

CLASS TITLE: STATE SURPLUS PROPERTY OFFICER

Class Code: 02430300
Pay Grade: 24A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform, in the Office of Purchases, Department of Administration, routine and complex activities associated with the cataloging and disposition of all property, including any interest in real property declared surplus by various agencies, subject to the approval of the State Properties Committee; and to do related work as required.

SUPERVISION RECEIVED: Works under the guidance and direction of the Administrator of Purchasing Systems with latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to established rules, regulations, policies and statutes.

SUPERVISION EXERCISED: As required, works with other agency personnel involved in the physical disposition of surplus property, and reviews the work of internal office clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To receive and catalog various property declared surplus by the state in a computerized database, and reviews documentation reporting surplus for correctness and completion.

To submit documentation in accordance with Rhode Island General Law 37-2-45, reporting surplus property to the State Properties Committee on a timely basis to obtain approval for further disposition; attends State Properties Committee when agenda includes review of surplus property submitted for disposition approval.

As required, to make site inspections to determine or confirm condition and/or nature of surplus property to select appropriate method(s) of disposition.

To maintain agency requirements listing of surplus property needs and follow up with requesting agency when appropriate surplus material becomes available.

To conduct outreach activities to sell or transfer functional surplus property with other state agencies, municipalities, or other bonafide non profit agencies, in that order.

To prepare and maintain bid lists, as required, to offer for sale surplus property that cannot be disposed of by sale or transfer to other governmental or non-profit agencies; prepares and schedules public bids including arrangements for advertising.

To assist agencies with sale of surplus real or tangible property through public action.

To obtain payment for property sold through public bidding or public auction and deposits appropriately documented receipts with the State Treasurer; prepares necessary documentation to release property paid in full, to the purchaser.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and procedures involved in the disposal of surplus real and/or tangible property; a thorough knowledge of the technical details of the public bidding process; a working knowledge of the statutes pertaining to surplus property accumulation and disposal; a working knowledge and demonstrated ability to effectively utilize a personal computer for document preparation, cataloging of inventory, bid preparation, or word processing; the ability to apply sound judgement to determine alternatives for disposition that will provide highest financial return to the state; the ability to deal with representatives of state departments and

agencies, municipalities and bidders in general; the ability to prepare effective oral and written reports and presentations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or university of recognized standing, preferably with a specialization in Business Administration; and

Experience: Such as may have been through: employment as a Surplus Property Officer in another or municipal agency, or private industry, or as a procurement professional in public or private service whose position responsibilities substantially satisfy the requirements of this position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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